



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0220

Position Title: Information Technology Specialist

Office and Location: Information and Communication Section (Mgmt Affairs), New York, NY

Type of Position: Excepted Appointment

Series and Grade: GG-2210-7/9/11

Salary Range: \$43,693 - \$75,061

Promotion Potential: GG-12

Opening Date: 01/25/06

Closing Date: 02/07/06

Supervisory: No

Security Clearance Required: Top Secret

Who may apply: OPEN TO ALL SOURCES

Comments: (1) *This is an Excepted Service Position.* (2) *Incumbent will be subject to random drug testing.*

DUTIES: This position is located in the Information and Communication Management Section of the United States Mission to the UN. The incumbent serves as an Information Technology (IT) Specialist to administer, develop, deliver, and support IT systems and services.

- Developing and maintaining strategic plans.
- Assessing policy needs and developing policies to govern IT activities.
- Providing policy guidance to IT management, staff and customers.
- Conducting systems security evaluations, audits, and reviews.
- Assisting the Team Leader in managing and coordinating network events, analysis and resolution of problems.
- Initiating, planning, directing, providing guidance, implementation and oversight for the development and delivery of technical services to all organizations at USUN.
- Evaluating computer system, hardware and software for feasible selection and mission utilization; planning, designing, testing, implementing and maintaining systems and software.
- Developing and maintaining web site.
- Developing web-based applications.
- Monitoring/measuring performance of USUN services and programs and ensuring optimal system performance, resources utilization and information management processes.
- Providing user support and technical assistance for all hardware and software utilized at USUN.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions): Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Applicants must possess one year of professional information technology experience (equivalent to the GS-8/9 level in the federal service) performing various duties to include giving appropriate software and hardware commands in order to fulfill requests for ad hoc and special reports for use by management; carrying out and participating in activities to ensure the around-the-clock operations of computer systems, including hardware, software, and peripheral equipment; analyzing future and existing problems encountered with systems operations; ensuring that data in systems are properly backed up, archived, so as to avoid data losses in system crashes or other incidents;

Or

For GG-7 1 full year of graduate school or superior academic achievement. Or one year specialized experience equivalent to at least GG-5 level.

For GG-9 must have 2 full years of graduate education. Or one year specialized experience equivalent to at least GG-7.

For GG-11 must have one full year of experience (equivalent to at least the GG-9 level) or have 3 full years of graduate level education (54 semester hours of the equivalent) with major study in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

Applicants must meet all qualification requirements, including time-in-grade requirements for current federal employees, by the closing date of the announcement.

ON A SEPARATE SHEET OF PAPER PLEASE ADDRESS EACH RANKING FACTORS. Provide a good example what you have been doing in each capacity that would qualify you for this position.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, experience, training, awards and supervisory appraisal indicate they possess the knowledge, skills, and abilities described below.

1. Knowledge computer languages, utilities and access methods.
2. Knowledge of microcomputer hardware, software, LAN operating systems, and LAN-based application software.
3. Ability to plan and execute work.
4. Ability to communicate orally.

IT IS STRONGLY RECOMMENDED THAT EACH APPLICANT SUMMARIZE HIS/HER EXPERIENCE, TRAINING AND EDUCATION RELATED TO EACH OF THE RANKING FACTORS AND SUBMIT THIS WITH HIS/HER APPLICATION PACKAGE.

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.

APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. You can fax applications to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit a current performance appraisal** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible *must submit* proof of eligibility.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. For maximum consideration all applicants **should** submit information that addresses the ranking factors on the front of this announcement.
6. For an electronic copy of this vacancy announcement and OF-612 Federal Application, see the U.S. Mission to the UN Web Site at <http://www.usunnewyork.usmission.gov>.

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/PER BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 140 East 45 Street, New York, NY 10017, Attn: Human Resources Unit, Room-415

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask